Service questions? Call Avallon at 1-866-471-7427.
For sales inquiries, contact Sylvane at 1-800-934-9194

Avallon

USERS GUIDE

Installation, Operation, and Maintenance for your portable air conditioner

PORTABLE AIR CONDITIONER
Model- APAC100W

Important Safety Information

Improper handling of your Avallon portable air conditioner can cause serious damage to the appliance and/or to the user. Please read the following safety information. This portable air conditioner is designed for domestic indoor use only. Do not use the unit for industrial or commercial use. Any other use may invalidate the warranty. Please review the rating label located on the rear panel of the unit for electrical and other technical data related to this unit. The unit must be used in a properly grounded wall outlet. **Please read and follow the safety information listed below to reduce the risk of fire, electric shock or injury.**

ELECTRICAL SAFETY

- This unit is designed for indoor use only.
- Do not use the unit in extremely humid or wet environments.
- Do not spray water and wet the housing or control panel.
- Do not pull the unit by the cord.
- Always turn the unit off and unplug it from the outlet when cleaning.
- Unplug the unit if it is not going to be used for a long period of time.
- Do not operate the unit with a damaged plug or a loose socket.
- Use only the correct power supply with appropriate amperage.
- If the power cord is damaged, it must be replaced by the manufacturer, a service agent, or qualified technician.
- Do not remove any part of the casing unless instructed by an authorized technician.

GENERAL SAFETY

- This portable air conditioner is not intended to be used by children.
- Children should be supervised to ensure that they do not play with this product.
- Do not allow children to play with the controls or drop any objects into the air outlets or vents.
- Do not place objects or let any person sit on top of the unit.
- Only use in the upright position on a flat, level surface and provide at least 20” of clearance from any walls or objects.
- Route the power cord carefully to avoid a tripping hazard.
- This unit is intended for domestic use only. Do not use the portable air conditioner for industrial or commercial use. Any other use may invalidate the warranty.

Your portable air conditioner is supplied with a Leakage-Current Detection and Interruption (LCDI) safety plug. This device provides protection to reduce the risk of fire due to arcing faults in the power supply cord. Before using your portable air conditioner, follow the instructions below to ensure that the LCDI plug is working properly:

1. Plug the power cord to a grounded outlet.
2. Press the TEST button on the LCDI plug. This should trip the plug and cut the power to the air conditioner. If the plug does not trip and you are able to turn on the unit, please contact support.

DO NOT USE YOUR PORTABLE AIR CONDITIONER IF THE TEST FAILS.

Press the RESET button to start using your air conditioner.

Do not use the TEST and RESET buttons as an ON/OFF switch.

Note: Electrical products should not be disposed of with household waste. Please contact your local recycling center for more information on how to recycle electronic waste.

Table of Contents

Important Safety Information	2
Table of Contents	3
Introduction	4
Parts Identification	5
Installing Your Window Kit and Exhuast Hose	6,7
Draining Your Unit	8
Control Panel / Remote Control Overview	9,10
Energy Guide	11
Cleaning and Maintenance	12
Trouble Shooting	13,14
Specifications	15
Warranty	16

First Time Operating Instructions:

Before use, make sure all packaging labels and materials are all removed from the unit. Be sure to keep track of all in cluded parts and pieces before discarding packaging materials. It is advised that you keep the original box and packaging materials in case you are ever to move or ship the appliance in the future.

This owner's manual is provided for reference use only. Specifications may change without prior notice. Refer to the product label on the back of your portable air conditioner for the latest technical information.

Introduction

Thank you for purchasing your Avallon portable air conditioner. Avallon is dedicated to developing products that will enhance your lifestyle with superior quality and distinctive features. Please visit www.avallon.com for more information on your product and other Avallon products.

This manual contains important information regarding the proper installation, use and maintenance of your portable air conditioner. Following this manual will ensure that your product will work at its peak performance and efficiency.

Please save the original product packaging in case you need to safely transport your portable air conditioner. **For Your Records:**
Please write down the model number and serial number below for future reference. Both numbers are located on the ratings label on the back of your unit and are needed to obtain warranty service. You may also want to staple your receipt to this manual as it is the proof of your purchase, and is also needed for service under your warranty.

Model Number:

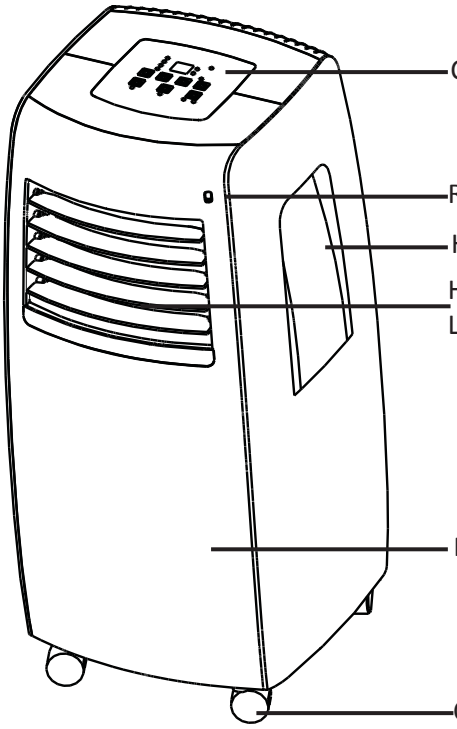
Serial Number:

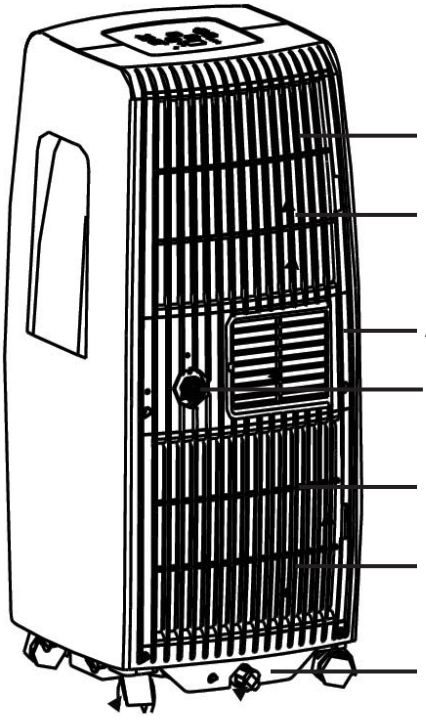
Date of Purchase:

To better serve you, please do the following before contacting customer service:

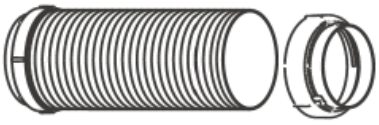
- If you received a damaged product, immediately contact the retailer or dealer that sold you the product.
- Read and follow this instruction manual carefully to help you install, use and maintain your unit.
- Read the troubleshooting section of this manual as it will help you diagnose and solve common issues.
- Visit us on the web at http://www.avallon.com to download product guides, additional troubleshooting resources and up-to-date information.
- If you need warranty service, our friendly customer service representatives are available via email at service@avallon.com or by telephone at 1 (866) 471-7427.

Parts Identification

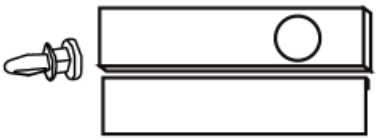




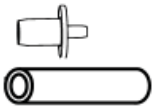
WINDOW VENTILATION KIT



Exhaust Hose and Round Window Adapter



Adjustable Window Slider with Bolt



Drain Hose and Drain Hose Adapter

Foam Seal

Remote Control with Batteries

Installing Your Window Kit and Exhaust Hose

PREPARATIONS FOR INSTALLING THE WINDOW KIT

You must vent your portable air conditioner when running in it cooling mode. Your unit includes a window exhaust kit that can be used to vent the unit out of a window.

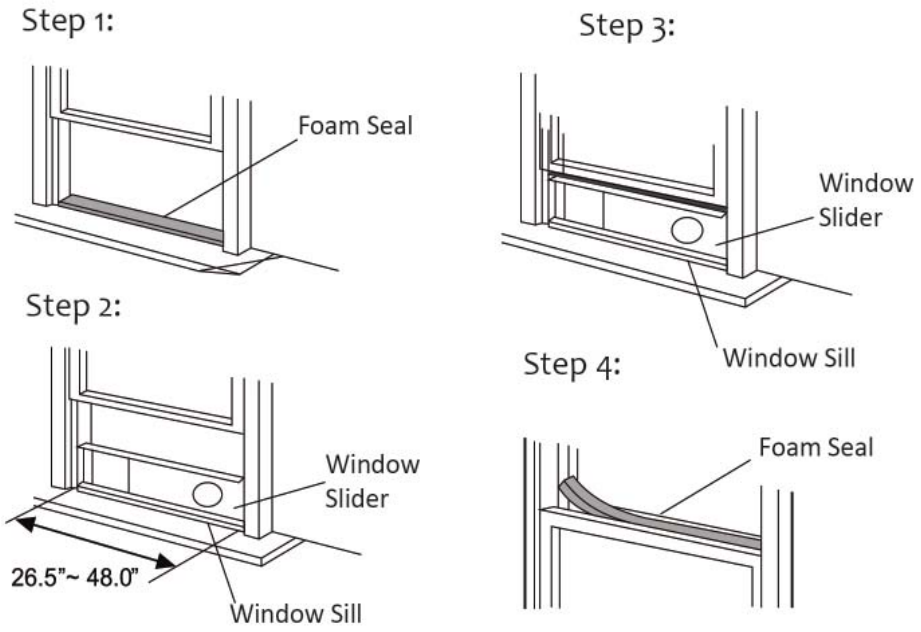
Before you begin, make sure you have all the parts necessary for installation and a location is picked.

When choosing a location keep in mind:

• The air conditioner should be placed on a firm foundation to minimize noise and vibration. For safe and secure positioning, place the unit on a smooth, level floor strong enough to support the unit.
• The unit has casters to aid placement, but it should only be rolled on a smooth, flat surface. Use caution when rolling on carpet and do not attempt to roll the unit over any objects.
• The unit must be placed within reach of a properly rated grounded socket.
• Never place any obstacles around the air inlet or outlet of the unit.
• Allow at least 20" of space from the wall for efficient air-conditioning.

INSTALLATION IN A DOUBLE-HUNG SASH WINDOW

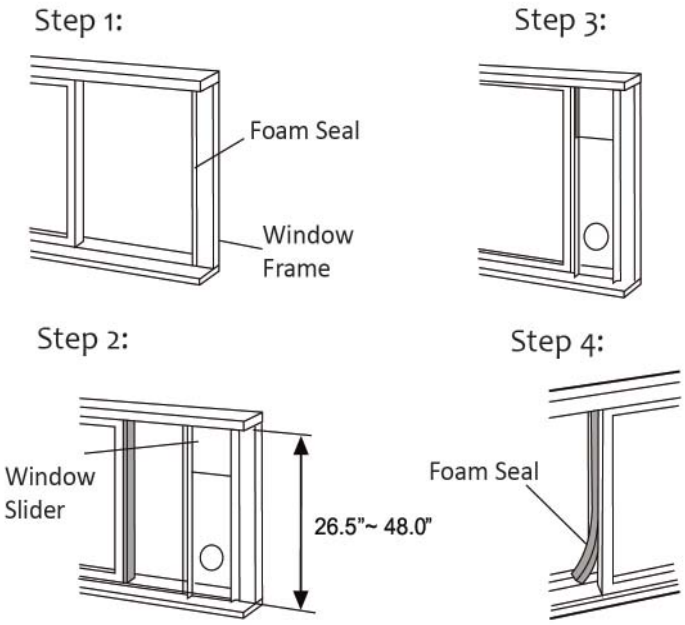
1. Cut the foam seal to the proper length and attach it to the window sill.
2. Attach the window slider kit to the window sill. Adjust the length of the window slider kit according to the width of the window. Shorten the adjustable window kit if the width of the window is less than 26.5 inches. Open the window sash and place the window slider kit on the window sill.
3.Cut the foam seal to the proper length and attach it on the top of the window slider kit. Close the window sash securely against the window slider kit.
4. Finally, cut the foam seal to an appropriate length and seal the open gap between the top window sash and outer window sash.



Installing Your Window Kit and Exhaust Hose- continued

INSTALLATION IN A SLIDING SASH WINDOW

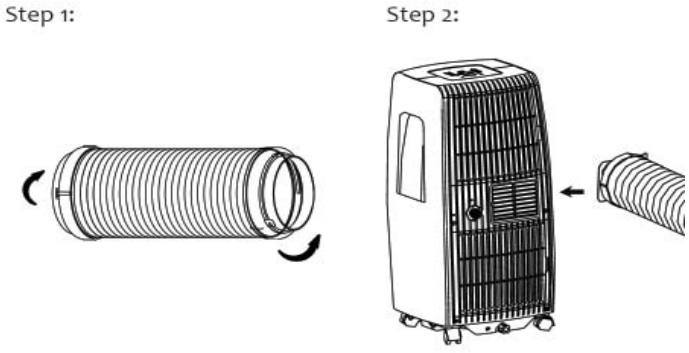
1. Cut the foam seal to the proper length and attach it to the window frame.
2. Attach the window slider kit to the window frame. Adjust the length of the window slider kit according to the height of the window. Shorten the adjustable window kit if the height of the window is less than 26.5 inches. Open the window sash and place the window slider kit on the window sill against the frame securely.
3. Cut the foam seal to the proper length and attach it on the top of the window slider kit. Close the window sash securely against the window slider kit.
4. Finally, cut the foam seal to an appropriate length and seal the open gap between the top window sash and outer window sash.



INSTALLATION OF EXHAUST HOSE

The exhaust hose and adaptor must be installed or removed in accordance with the usage mode.
Install for COOL and AUTO mode, remove for FAN or DEHUMIDIFY mode.

1. Install the window exhaust hose adapter as shown below.
2. Push the Exhaust Hose into the air outlet opening along the arrow directional.



Notes about the exhaust hose:

- The exhaust hose can be extended but it is recommended to use the shortest length possible.
- Make sure there are no kinks or bends where exhausted air could get trapped causing your portable air conditioner to overheat and shut itself off.
- Do not lengthen hose by adding any additional hoses or attachments.

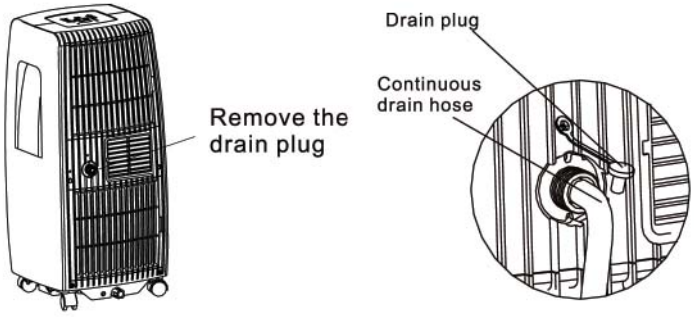
Draining Your Unit

When the portable air conditioner is in cooling mode, or dehumidify
mode, it will remove moisture from the air. The condensed water from the air will be collected in an internal reservoir and will be evaporated and exhausted out of the exhaust hose. However, in very humid conditions, the internal reservoir may fill completely. This causes the air conditioner to turn off to avoid overflowing the internal reservoir, the fan will continue to operate.

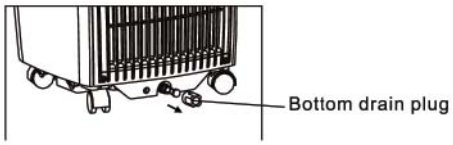
During dehumidifying mode, remove the upper drain plug from the back of the unit. Attach a ¾" hose that can be locally purchased to the continuous drain outlet. Connect the drain hose adapter to end of hose and place the open end of the adapter directly over the drain area.

During cooling mode the once the water level of the bottom tray reaches capacity the unit will beep several times and the digital display on the control panel will read "P1" to indicate the water must be manually drained. Carefully move the unit to a drain location and remove the bottom drain plug and connect the drain hose to the drain outlet. The portable air conditioner will now drain through the drain hose. Please note that this unit has no drain pump; all water will drain with gravity only, i.e., only "downhill."
Once unit is fully drained reinstall the bottom drain plug and restart the machine until the "P1" symbol disappears. If the error repeats call for service.

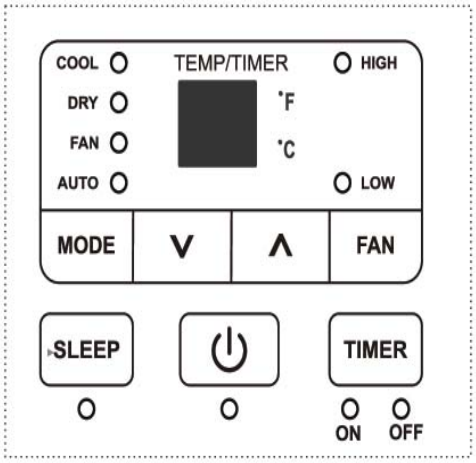
Continuous Drain

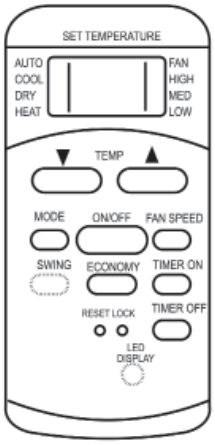


Bottom Tray Drain Outlet



Control Panel / Remote Control Overview





POWER button: Powers the unit on and off. By default when you first use the power button, the unit will begin to operate in cooling mode. The unit will remember the last used mode/settings if you shut down and restart.

> ***Auto-Restart:*** If power to the unit is interrupted, the air conditioner will restart itself in its last used mode/ settings once power is restored. The compressor will restart after 3 minutes.

MODE select button: Selects the appropriate operating mode. Each time you press the MODE button, a mode is selected in sequence that goes from AUTO, COOL, DRY (Dehumidify), and FAN. The mode indicator light illuminates under the different mode setting.

> ***Cooling Operation:*** Press the MODE button until the COOL indicator light comes on. Press the UP and DOWN arrows to select your desired room temperature. Press the FAN button to choose the fan speed.
>
> ***Dry Operation (Dehumidify):*** Press the MODE button until the DRY indicator light comes on. Under this mode you cannot select a fan speed or adjust the temperature. Make sure the exhaust hose is removed in this mode.
>
> ***Auto Operation:*** Press the MODE button until the AUTO indicator light comes on. When the air conditioner is set in AUTO mode it will automatically select cooling or fan depending on what temperature you have se lected and the current ambient temperature. Under this mode you cannot select the fan speed.
>
> ***Fan Operation:*** Press the MODE button until the FAN indicator light comes on. Press the FAN button to choose the fan speed. The temperature cannot be adjusted. Make sure the exhaust hose is removed in this mode.

UP and DOWN buttons: Used to adjust (increasing/decreasing) temperature settings (1 º C / 2 º F increments) in a range of 17 º C(62 º F) to 30 º C(88 º F) or the TIMER setting in a range of 1-24 hrs.

FAN button: Press to select the fan speed in two speeds- LOW and HIGH. The fan speed indicator light illuminates under different fan settings.

LED Display: Shows the set temperature in “º C” or “º F” and the Auto-timer settings. While on DRY and FAN modes it shows the room temperature.

Control Panel / Remote Control Overview- continued

TIMER button: Used to initiate the AUTO ON start time and AUTO OFF stop time program, in conjunction with the UP and DOWN buttons. When the unit is on, press the timer button to initiate the Auto-off stop program, the TIMER OFF indicator light will illuminate. Press the UP or DOWN button to select the desired time. Press the TIMER button again within five seconds, the Auto-on start program is initiated and the TIMER ON indicator light will illuminate. Press the UP or DOWN button to select the desired Auto-on start time.

When the unit is off, press the TIMER button to initiate the Auto-on start program, press it again within five seconds and the Auto-off stop program will initiate.

Press or hold the UP or DOWN button to change the Auto time by 0.5 hour increments, up to 10 hours, then at 1 hour increments up to 24 hours. The control will count down the time remaining until the unit starts. The system will automatically revert back to display the previous temperature setting if there is no operation in a five second period.

SLEEP button: Select to inititate the SLEEP operation. On the remote this function is labeled as "ECONOMY". Press this button, the set temperature will increase by 1 º C / 2 º F in 30 minutes. The set temperature will then increase by another 1 º C / 2 º F after an additional 30 minutes. This new temperature will be maintained for 7 hours before it returns to the originally selected temperature. This ends the SLEEP mode and the unit will continue to operate as originally programmed. This feature is only available in COOLING and AUTO mode.

L**OCK button (remote control only):** Press this recessed button to lock all current settings, the controller will not accept any new operations until the LOCK button is pressed again to release. A lock symbol will display on the LED display to indicate this function is active.

RESET button (remote control only): Press this recessed button to cancel all current settings, the unit will return to initial settings.

ERROR CODES on LED display:
E1- Room temperature sensor error.
E2- Evaporator temperature sensor error.
E3- Display panel communication error.

For all error codes, unplug the unit and plug it back in, if error repeats call for service.

PROTECTION CODES on LED display:
P1- Room temperature sensor error. Connect the drain hose and drain the collected water away. If error repeats call for service.

Note: The control panel is capable of displaying temperature in Fahrenheit or Celsius. To convert from one to the other, press and hold the UP and DOWN buttons at the same time for 3 seconds.

Energy Saving Guide

Read and follow the guide below to get the best performance and efficiency from your portable air conditioner:

- Do not cover the air outlet (exhaust) while in use.
- Do not place the unit in front of curtains or drapes- to ensure they do not obstruct the air intake.
- Minimize the length of the exhaust hose.
- Make sure the exhaust hose is as straight as possible and avoid kinks or bends.
- Keep curtains, blinds or drapes closed during the sunniest part of the day.
- Use the timer to operate the unit before it is needed. For example, set the timer to turn on the unit in cooling mode for 3 or more hours to cool the room before you arrive. You may want to operate the unit all day if you live in a warmer climate.
- Minimize the heat sources (direct sunlight, computers, servers, people, etc.) in the room.
- Close all windows and doors.
- Use the unit in a contained room. For example, a room with four walls and a ceiling, instead of a partitioned studio, or warehouse.
- Make sure the unit is on a level surface.
- Minimize the amount of humidity in the room. For example, run the unit as a dehumidifier.
- To prolong the compressor's life, please wait at least 3 minutes before turning the unit back on after shutting it off.
- Inspect and keep the pre-filters clean by cleaning regularly.
- Perform routine maintenance.

Cleaning and Maintenance

Periodic cleaning and proper maintenance will ensure efficiency, top performance, and long life.

EXTERIOR CLEANING

Use a soft dry cloth to wipe the body clean. If necessary, use lukewarm water to dampen a cloth to clean the unit.
Use a soft bristle brush to clean between the vents.
Carefully use a vacuum cleaner to clean the condenser coils.

Never use abrasive chemicals, volatile substances, gasoline, detergents, chemically treated cloths, or other cleaning solvents that may damage the cabinet exterior.

Never spray water directly on the unit.

CLEANING THE PRE-FILTER

To clean the pre-filter, follow the steps below:

1) Power off the unit and remove the pre-filter.
2) Use a vacuum cleaner or tap the filter lightly to remove loose dust and dirt, then rinse thoroughly under lukewarm running water (below 104°F). You may use a mild soap and water solution if needed. Allow the pre-filter to air dry in a cool and shaded place. Dry thoroughly before reinstalling.

Clean the pre-filter periodically. If the unit is used in a dusty environment you may need to clean it on a weekly basis.
Never operate the unit without the pre-filter.

PREPARATION FOR STORAGE

If you are not going to be using the unit for an extended period of time, follow the instructions below before storing your unit:

1) Drain all the water from the unit's reservoir. Operate the unit in fan mode for a few hours to thoroughly dry any moisture left on the coils inside the unit.
2) Power off the unit, and clean or change the filters.
3) Unplug and carefully wind the power cord.
4) Remove the exhaust hose and adapters and keep them in a safe place.

Trouble Shooting

ISSUE	POSSIBLE CAUSE	SOLUTION
My air conditioner is not functioning at all.	• Unit is not receiving power. • LCDI power cord is tripped. • Insufficient power. • Water reservoir is full. • Control panel is disconnected.	• Make sure the unit is plugged in to a grounded outlet. • Press the Reset button on the LCDI cord. • Move the unit to another outlet. Check your circuit breaker. (Refer to the rating label on the back of the unit to determine the Amperage draw). • Make sure the door gasket is properly sealed. • If no indicator lights turn on, contact customer service.
My remote control does not work and the indicator light on remote does not turn on.	• Batteries not installed. • Bad batteries. • Batteries installed incorrectly. • A defective remote control.	• Install new batteries. • Replace the batteries. • Reinstall the batteries correctly. • Contact customer service.
My air conditioner is making a loud noise.	• The unit is not level. • A foreign object has jammed the fan. • The floor below the unit is uneven.	• Make sure the unit is on a level surface. • Remove the object from the fan. • Move the unit to a level surface.
My air conditioner is making a continuous metallic knocking or pinging sound.	• Unit may have been shipped on its side. • Damaged compressor.	• Shut off the unit. Let the unit sit on a level surface for at least 24 hours and restart. • Contact customer service.
My air conditioner is leaking.	• Drain plug is removed. • Cracked base pan.	• Attach the drain plug. • Contact customer service.
My air conditioner runs for a little while and then it trips the power cord or the circuit breaker.	• The air conditioner may be plugged into an outlet that can not supply the correct amount of current.	• Contact an electrician if the unit works in a different room or circuit.
The control panel lights blink randomly.	• Unit may have a faulty control panel.	• This is normal operation.

Trouble Shooting- continued

ISSUE	POSSIBLE CAUSE	SOLUTION
My air conditioner is not cooling at all.	• Unit is not operating in cooling mode. • The compressor is not on. • The ambient temperature is too high. • The filter may be dusty or blocked. • Blocked exhaust port.	• Set the unit to be in cooling mode, and lower the set temperature. • The compressor may take up to 3 minutes to turn on, or longer if it is too warm. • Lower the room temperature to be below 90°F degrees. • Clean the filters (see maintenance) • Remove any obstructions in the exhaust hose and port.
My air conditioner blows cold air, but does not lower the room temperature.	• The unit is not vented. • The area of the room is too large. • Open windows and doors. • Too many heat sources. • The room/garage may be inadequately insulated. • The ambient temperature is too high. • Direct sunlight is heating the room. • The filter may be dusty or blocked. • Dirty condenser coils. • Obstructed air intake or exhaust ports.	• The unit must be vented. • Minimize the size of the area to be cooled, i.e. adding a drop ceiling. Use more than one unit to cool the area, or use a larger unit. • Close any open doors and windows. • Remove or shut off additional heat sources such as radio equipment, servers, etc. • Properly insulate the room to be cooled, i.e. using fiberglass. • The unit may not work if the room temperature is above 90°F. • Close curtains or pull down blinds, and minimize the direct sunlight into the room. • Clean the filter and replace it if needed. • Carefully vacuum the coils clean. • Remove anything blocking the ports.

Specifications

DESCRIPTION OF PRODUCT	Portable Air Conditioner
MODEL	APAC100W
VOLTAGE / FREQUENCY	AC 115 / 60 Hz
BTU	10,000
AMPERAGE	9.8A
INPUT POWER	1125W
COLOR	White
REFRIGERANT	R134a, 10.2oz.
DIMENSIONS (HEIGHT X WIDTH X DEPTH)	29 1/2” x 13 11/16” x 15”
WEIGHT	50.7 pounds

NOTE: Technical data and performance information is provided for reference only.

Specifications are subject to change. Check the rating label on the portable air conditioner for the most accurate information.

Avallon Product Warranty

Warranty Period	Avallon will be responsible for:	Consumer will be responsible for:
1st year	All costs for repairing or replacing parts and/or unit which proves to be defective. All transportation costs in the first 90 days.	All transportation costs after 90 days.
Limited 2nd-5th year (compressor only)	Repairing or replacing any compressor which proves to be defective. (Labor not included)	Labor and all transportation costs.

This product is warranted by Avallon and is subject to any conditions set forth as follows:

WHAT IS COVERED:

One Year Parts and Labor: For one year from the date of original retail purchase, Avallon will repair or replace any part free of charge including labor that fails due to a defect in materials or workmanship. Avallon will be responsible for all transportation costs for the first 90 days from original purchase date, after 90 days the consumer will be responsible. Labor will be performed free of charge at an authorized Avallon repair facility and will supply new, rebuilt, or refurbished parts free of charge. Avallon may request a defective part be returned in exchange for the replacement part. After the 12 month period, Avallon will no longer be responsible for labor charges incurred or replacement parts. All defective products and parts covered by this warranty will be repaired or replaced on a mail-in basis to an Avallon authorized repair facility.

Five Year Limited Warranty (Compressor– Labor Not Included): In the second through fifth year from the date of original retail purchase, Avallon will replace the compressor free of charge. The consumer will be responsible for all transportation and labor costs. Avallon will supply a new, rebuilt, or refurbished compressor and may request for the defective compressor to be returned in exchange. This limited 5-Year warranty is for the compressor only and does not include labor.

All warranties apply to the original purchaser only, and only covers defects in workmanship experienced during operation of the product under normal service, maintenance, and usage conditions. This warranty applies to the purchase and use of this product in residential settings within the United States of America. All products and parts replaced by Avallon under warranty service become the property of Avallon. All defective products and parts covered by this warranty will be repaired or replaced on a mail-in basis to an Avallon authorized repair facility.

Exceptions: Commercial or Rental Use Warranty: 90 days labor and parts from date of original purchase. No other warranty applies.

WHAT IS NOT COVERED- The following limitations apply to the coverage of this warranty. This warranty does not cover:

Labor charges for installation, setup or training to use the product. Shipping damage, and any damage caused by improper packaging for shipment to an authorized service center, and any damaged caused by improper voltage or any other misuse, including abnormal service, handling, or usage. Cosmetic damage such as scratches and dents. Normal wear and tear on parts or replacement of parts designed to be replaced, e.g. filters, cartridges, batteries. Service trips to deliver, pick-up, or repair, install the product, or to instruct in proper usage of the product. Damages or operating problems resulting from misuse, abuse, operation outside environmental specifications, uses contrary to instructions provided in the owner's manual, accidents, acts of God, vermin, fire, flood, improper installation, unauthorized service, maintenance negligence, unauthorized installation or modification, or commercial use. Labor, service transportation, and shipping charges for the removal and replacement of defective parts, beyond the initial 12 month period. Products that have been modified to perform outside of specifications without the prior written permission of Avallon. Products lost in shipment, or theft. Products sold AS IS or from an unauthorized reseller. Products that have had their serial numbers removed, defaced, or with serial numbers that have been invalidated. Damage from other than normal household use. Replacement or repair of household fuses, circuit breakers, wiring or plumbing. Damage to personal property from use of product. Damage from service other than from an authorized Avallon-repair facility. Hoses, knobs, lint trays and all attachments, accessories and disposable parts. Any service charges not specifically identified as normal such as normal service area or hours. Any special or consequential damages arising out of the use of the product.

OBTAINING WARRANTY SERVICE: If you believe your product is defective, contact Avallon Customer Support for troubleshooting assistance and warranty service at www.avallon.com or call 1-866-471-7427. Before contacting Customer Support you are required to have your model number, serial number and proof of purchase available upon request. Once an Avallon authorized representative has confirmed that your product is defective and eligible for warranty service, the product must be returned to an Avallon authorized repair facility. Avallon is not responsible for damage resulting from shipper mishandling or improper packaging. Do not return a defective product to the place of purchase. Products received without a return authorization number will be refused.

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Service questions? Call Avallon at 1-866-471-7427.
For sales inquiries, contact Sylvane at 1-800-934-9194

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